

STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
"External Recruitment"

Position Title: Lead Mailroom/Records Management Clerk
Position Number: 58109988
Division: ITPRO
Band/Salary: 1/\$7.25 - \$8.60/hr DOQ
Status: Permanent/Seasonal/Part-Time
Location: Helena
Union: No
Supplement: No
Closing Date: July 7, 2008

Special Information: This is a seasonal position; peak workload season is generally Feb-June; however additional work may be available throughout year on an as-needed basis. This position requires a commitment to work evening shifts Monday – Thursday until 9:00 p.m. and work Saturday 7:00 a.m. – 2:00 p.m. generally starting in March until the end of April depending upon workload. Daytime work hours may be available during non-peak season depending upon the workload. You will be compensated at a higher rate during the evening and Saturday period.

The Department of Revenue is looking for an energetic and enthusiastic individual who enjoys working in a busy office environment. To perform successfully in the Mailroom you must be self-motivated and have the ability to work both independently and as part of a team. You must possess a strong work ethic, a positive attitude and the ability to communicate effectively and respectfully with co-workers. If you have the skills to effectively provide training and assistance to co-workers we encourage you to apply!

Predominant duties for this position include:

Mail handling – open mail as assigned and sort according to established office instructions
Records management – number tax documents and batches, validate taxpayer tax documentation, and sort and file tax documentation according to established office instructions
Assist with managing the work flow.
Train temporary staff as required during the evening and Saturday period.

Candidates must be able to demonstrate basic knowledge of mail handling and records management. This individual must also have the ability to stay organized, prioritize and multitask; have the ability to read and follow state and federal policies and procedures; and provide timely and effective written, oral and interpersonal communication. Must be able to work in a fast-paced environment during our peak season. This position is very rewarding, fulfilling and offers a sense of achievement. Must be able to perform repetitive tasks, and stand or sit for long periods of time. Must be able to perform moderate lifting of up to 50 pounds.

The above competencies and degrees of proficiency are typically acquired through a combination of education and experience equivalent to graduation from high school and one year of experience in mail services, office operations, and/or records management. Other combinations of relevant education and experience will be evaluated on an individual basis. **It is important that all previous work experience is listed.**

The State offers great benefits to its employees including three weeks paid vacation, sick leave, medical, dental, life insurance, and a retirement plan. Optional programs available include vision coverage, disability insurance, and a deferred compensation plan. The department also makes additional training opportunities available to all employees. This is a great career

opportunity.

A typical average compensation package for an average salary of \$15,000.00 / yr is:

Wages:	\$15,000.00
Benefits:	\$ 7,080.00
Retirement:	\$ 1,035.00

Total Average Wage Package \$23,115.00

Application Deadline: All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources
Department of Revenue
PO Box 1712
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State application form can be found on the Internet at www.mt.gov/revenue.
Phone: (406) 444-9858 Fax: (406) 444-6998.

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana Application forms are now available on the Internet at www.mt.gov/revenue.
2. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

Training Assignment: If applicants for this position do not meet the minimum qualifications, a training assignment may be considered at a reduced salary.

Background Examination: Applicants for this position will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

Compliance with All Appropriate Montana Tax Laws: Specifically, your tax status must be current.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act: In compliance with the Immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.